

CIVILIAN
PERSONNEL
ADVISORY
CENTER



UPDATE

Civilian Personnel News

Issue Number 12-02

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The Civilian Personnel Advisory Center Staff and I wish you a very happy holiday season.

**Director
Civilian Personnel Advisor Center**

Hours of Operation

The Civilian Personnel Advisory Center (CPAC) is open for business from 0900-1130 and 1230-1630. Appointments are encouraged in order that we may better serve your personnel needs. You can reach the advisor for your organization at 596-0927.



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Missouri Career Center



The business hours for the Missouri Career Center (formerly Missouri Job Service), located in Building 470, Room 2203 are 0800 to 1630 hours. The Missouri Career Center provides a variety of services related to employment and training.

The Career Center has a "Self-Service" option available to job seekers in their resource center. Job seekers may search for jobs, complete resumes, take a typing test, complete an aptitude/skills survey or view a variety of printed and on-line information.

The Career Center utilizes an automated job match system that is designed to match applicant skills with employer requirements. The automated system matches an applicant's skills, knowledge, abilities, salary requirement, and location availability to the requirements of the position as determined by the employer.

The Career Center also offers a resume service for job seekers. Resumes are stored in a database and are used with the on-line job matching system. A computer software package is also available to provide applicants with the option of preparing their own professional looking resume.

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Thrift Savings Open Season



15 Oct 02 – 31 Dec 02

The current TSP open season began October 15 and continues through December 31. During this open season, if you have retirement coverage under FERS or CSRS, you can elect to make contributions to TSP, change the amount of money you are contributing or terminate your contributions to TSP. CSRS employees can elect to contribute up to 8% of their pay and FERS employees up to 13%. If you decide to contribute an even dollar amount, you need to ensure the amount will not exceed the percentage allowed by your retirement plan and the overall limit of TSP contributions of \$12,000 for the year 2003. If you go to the TSP website to increase your contribution, the directions ask you to complete a hardcopy TSP-1 and submit it to your personnel office. While some agencies do accept hardcopy TSP-1's, Army does not so you must go through the ABC Center. To choose or change which fund your contribution is going to, you must go to the TSP website at www.tsp.gov (you will need the PIN number that the Thrift Board assigned to you to access your account). You may also do this by filling out a hard copy TSP-50 that is available at CPAC. The TSP-50 can also be used for inter-fund transfers (to move money that is already paid into TSP from one fund to another) or it can be done at the TSP website.

If you decide to elect to contribute or change the amount of money during this open season, review the chart below to see when your transaction will be effective and which week you will see the change in your check. Terminations will be effective at the end of the pay period in which the termination is processed.

Created	Effective	Pay Week
15 Oct – 30 Nov	1 Dec	23-27 Dec
1-14 Dec	15 Dec	6-10 Jan
15-28 Dec	29 Dec	20-24 Jan
29-31 Dec	12 Jan	3-7 Feb



For more TSP information, go to: <https://www.abc.army.mil> and www.tsp.gov

Long Term Care

The open season for Long Term Care (LTC) ends 31 December 2002. For more information, go to the Office of Personnel Management (OPM) website at: www.opm.gov/insure/ltc. Open season kits can be obtained by calling the numbers for LTC (1-800-LTC-FEDS) or visiting the website: www.ltcfeds.com.



FEHB Information for Reservists

Due to recent legislative changes regarding benefits as a civilian employee and active duty military member, we are pleased to share some exciting news! Current Army civilian employees who will be on leave without pay (LWOP) in support of a contingency operation may now be eligible to have the government pay the employee share of the FEHB premium.

If you meet the eligibility requirements, you can stop making your FEHB premiums while you are on LWOP.

If you have previously made payments, procedures for reimbursing retroactive contributions will be issued separately. For more information, please visit the ABC-C website at www.abc.army.mil.



Technical Assistance Availability

Are you having trouble establishing a Point-of-Entry (POE) password or a Personal Identification Number (PIN)? The South West Civilian Personnel Operations Center (CPOC) Help Desk is available to assist employees having difficulty with either the ABC-C website or the Interactive Voice Response System (IVRS) at 1-877-276-9287, Monday through Friday during the hours of 7:30 a.m. and 4:00 p.m. CST. The Help Desk staff can provide assistance to employees receiving errors when creating the POE or PIN.

Please remember the Help Desk personnel are not benefits counselors and cannot answer benefits questions, they provide assistance for reaching the ABC-C either through the website or telephone system. For assistance call 1-785-239-2000 or DSN 856-2000.



POE VS PIN

Many employees are confused by the Point-of-Entry (POE) password and Personal Identification Number (PIN) that are used by the ABC-C systems. You create both the POE and PIN, which are both immediately available for use to access the ABC-systems.

The POE is a password to take you from the public area of the ABC-C website to the secure area where you can view personal information and create transactions. If you forget your POE password or it expires, you can immediately create a new one and gain access to EBIS.



The PIN is used in conjunction with your SSN to create an electronic signature block. You use it in the secure area of the ABC-C website, Employee Benefits Information System (EBIS) and when you use the telephone system (IVRS). Your PIN for first time use is month and year of birth (Ex, Dec 1958 – 1258). To successfully create your POE and

PIN, you will need a copy of your latest SF50 or LES. Complete the information on the screen or dial it as requested on the telephone and you should find you are successful and can then access your personal information.

myPay [formerly-Employee/Member Self-Service]

The website formerly known as Employee Member Self Service (E/MSS) has undergone a make over. This site, which gives employees online access to their leave and earnings statements (LES), can now be found at <https://mypay.dfas.mil/>.

Employees are encouraged to use MYPAY to view and print their biweekly LES instead of having them mailed to their homes. Electing to receive your LES electronically can result in significant postage savings. In addition, your LES can be viewed and printed as early as the Friday preceding the actual pay date. The current and the two previous LES are always available for viewing and/or printing.

Additional features of MYPAY allow you to view and print tax statements; change federal and state tax withholdings; update bank account and electronic fund transfer information; manage allotments; make address changes; purchase U.S. Savings Bonds; and view and print travel vouchers.

Visit the website and obtain a copy of the new brochure on MYPAY (listed under Hot Topics). If you do not have a Personal Identification Number (PIN), you can obtain it via the current website.

Start using myPay in 3 easy steps.

- Log on at myPay.dfas.mil
- Civilians and retirees will receive PINs by mail. If you need a new PIN< just click "need new PIN" and follow the prompts.

- When you receive your new PIN, log on to myPay.dfas.mil to manage your pay.

For assistance, call customer support at: 1-800-390-2348, Monday through Friday between 7:00 a.m. and 7:30 p.m. Eastern time.

BUSH BACKS 3.1 PERCENT RAISE

President Bush has formally proposed that general schedule employees receive a 3.1 percent raise in January, with the entire amount to be paid as an across-the-board raise and none as locality pay. Bush's recommendation, in an order issued under federal pay law, disappointed advocates of a higher amount but came as no surprise, since the administration had allowed the 3.1 percent figure to become the "default" pay raise by its actions several months ago. While employee organizations and sympathetic members of Congress have been advocating a 4.1 percent raise in order to maintain parity with uniformed military personnel, the White House has been pushing for a lower amount-first 2.6 percent and since late summer, effectively 3.1 percent.

NATIONAL EMERGENCY CITED

President Bush's "alternative" pay plan for 2003 general schedule raises follows the pattern set by the Clinton administration in denying the raises indicated for employees under the 1990 federal pay law that was designed to close the pay gap between federal and private sector

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salaries. That law allows a President to cite a national emergency or severe economic conditions to justify a raise lower than the figure indicated by that law. In the case of 2003 raises, the total would have to

be more than 18 percent, on average, since the law has never been funded to the extent needed to make it operate as designed. Bush said in a letter to Congress that a national emergency has existed since September 11, 2001, and that paying the indicated raises would divert money from higher-priority items.

RAISE ISSUE TO BE REVISED IN JANUARY

Supporters of the 4.1 percent raise amount say they will work when Congress reconvenes in early January to enact that figure into law, retroactive to the start of calendar year 2003. Most of the government currently is operating under a stopgap budget measure that expires January 11. Both the House and Senate versions of a key appropriations bill contain the 4.1 percent figure, but it is uncertain whether those bills will ever reach final enactment. Advocates of the 4.1 percent figure have obtained a promise that the House, at least, will consider that number, but to date, Congress has generally been holding the line on spending. FEDweek Issue Wednesday, December 4, 2002.

! Ratings Reminder !

It's never too late to develop Support Forms/Counseling Checklists for civilian employees in order to assign their annual performance ratings. Ratings are due to the CPAC 30 days after the rating periods end. Why not make your #1 New Year's resolution to get caught up? Employees deserve feedback on how they did during their rating periods. If you have questions or need assistance, contact your CPAC Advisor at 6-0927.

Senior System, WS/GS 13 and above.
Rating periods: 1 July – 30 June

Senior System, WS/GS 9 – 12
Rating periods: 1 Nov – 31 Oct

Base System, WL/WS/WG/GS 1-8
Rating periods: Birth month

AWARDS

Major General Van Antwerp approved the reinstatement of monetary awards for appropriated fund civilian employees on 20 Aug 2002. Implementation guidance to reinstate monetary awards for appropriated fund civilian employees as approved by Command Policy 52-02, 4 November 2002. This guidance is reprinted in part below for your information.

a. Leaders and supervisors will use the existing procedures identified in the Supervisory Guide as supplemented by this policy. CPAC coordinators will track and process awards for organizations with appropriate input from the EOP Directorate, the CPAC, and DRM.

b. Managers will adhere to the following criteria to determine approval of performance award amounts and Quality Step Increase (QSI) awards. Budget constraints may require supervisors to consider only employees with Successful Level One ratings for monetary awards. Receipt of a Successful Level One or Successful Level Two rating does not mean an automatic monetary or non-monetary award. Performance awards will not be given as a farewell gesture upon departure of the supervisor or the employee. Fair distribution of awards is essential and is a leadership responsibility:

(1) Successful Level One – Zero to Two Percent of the employee's base salary. Successful Level Two – Zero to One and One Half Percent of the

employee's base salary. Successful Level Three – No monetary award will be given.

(2) QSI awards are included in an organization's monetary award budget and will be charged to that budget on a pro-rated value based on the month they are approved. QSI awards should not normally be given to the same employee in successive years. Supervisors must also consider the future increased salary costs of QSI awards to the activity.

(3) Appendix ZZ, Tables 7-1 and 7-2, provide the guidance for determining the amount of money appropriate for Special Act or Service and On-The-Spot (OTS) Awards. However, the minimum OTS award is \$50 and the maximum is \$500.

(4) Green Facsimile Checks are no longer used for presentation. The Standard Form 50-B is the method used to officially notify employees they have received a monetary award. Payment for monetary awards is included in employees' regular pay and will be detailed in their Leave and Earnings Statements.

(5) Supervisors are strongly encouraged to select the appropriate non-monetary or monetary award to recognize high achievers and motivate continued excellence.

- c. Supervisory monetary awards will not be approved without review and evaluation of that supervisor's use of the award and performance evaluation system to motivate subordinate employees and a determination that the supervisor has administered the incentive awards program fairly, impartially and in accordance with this policy.

The Fort Leonard Wood Incentive Awards Supervisor's Guide was updated to reflect all of these changes.



Personnel Management Reminders!

First-time supervisors (military and civilian) are required to enroll in the Supervisory Development Correspondence Course within the first six months of their appointments as supervisors of civilian employees. First time civilian supervisors or supervisors who have never taken this correspondence course should sign up through their organizational coordinators. First time civilian supervisors are also required to complete the Leadership, Education and Development (LEAD) course sometime during the first six months of their appointment. Military must complete within the first year of appointment. Don't worry if you didn't make the deadline. Check with your organizational coordinators to enroll in both of these valuable courses, which will lay the groundwork for your supervisory development. Don't stop after this! There are many more opportunities for supervisors to develop leadership skills. Organizational Leadership for Executives and Personnel Management for Executives I and II are courses well worth your time and effort. To find out more about them and when and where they are offered, check out: www.cpol.army.mil. Then select "Training". You'll find about these and other courses that will assist you on your road to success.

Under the Total Army Performance Evaluation System (TAPES), Supervisors' Support Forms and/or Counseling Checklists must identify an Equal Employment Opportunity/Affirmative Action standard. The CPAC does not ask for support forms/counseling checklists to ensure this standard is identified. This is a supervisor's responsibility. At the end of the rating period, the employee should submit how he/she supported this standard and the rater should determine if the employee met or exceeded the standard. After the rating is prepared, it is then sent to the EEO office for validation.

Individual Development Plans (IDPs) under TAPES are to be identified as the last objective on Support Forms and/or Counseling Checklists. It is important that this objective is not left off. Keep in mind that developing Support Forms and/or Counseling Work Sheets is a joint responsibility. If your supervisor has not identified training over the next year, then it would be appropriate for the employee to identify what training is required for the

mission to be carried out. The Directorate of Common Leader Training (DCLT) offers many and various types of training throughout the year.

Leadership Education and Development (LEAD) Course

The Leadership Education and Development (LEAD) Course was recently transferred from the Civilian Personnel Advisory Center (CPAC) to the Directorate of Common Leader Training (DCLT). Check out the DCLT web site to register for LEAD and also to access information on how to become a LEAD facilitator at: www.wood.army.mil/dcltsf.

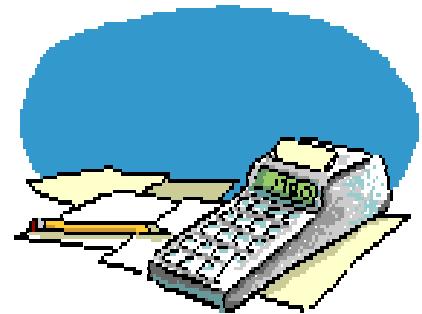
REVISION OF STANDARD FORM 61

An OPM memorandum dated October 31, 2002, states that the Standard Form 61, Appointment Affidavit, has been revised. The new edition is dated August 2002. The change made to the form was in the note section at the bottom of the form and refers to objections to the oath on religious grounds and the changes that might be required pursuant to the Religious Freedom Restoration Act.

More Tools For Your Web Toolbox

Did you know that ARMY Civilian Personnel Online contains an index of helpful links to Employee Automation Tools and Calculators? Calculators include a Severance Pay Calculator, Retirement Calculators

(both CSRS & FERS), Social Security Benefit Calculator, and a Life Insurance Calculator. Or you might want to try the tools to help determine your Military Spouse Preference Eligibility, Veterans' Preference, or VRA eligibility. A link to the DFAS Employee/Member Service System allows you to make certain changes to your pay information. And there are other quick links to the Thrift Savings Plan, EEOC, travel information, etc. Just go to www.cpol.army.mil and click on Tools; then Tools & Calculators.



Flu Shots

Flu shots for federal civilian employees are now available at General Leonard Wood Army Community Hospital at the Immunization Clinic from 0800-1600 daily. If you wish to be immunized this flu season, pick up your medical records at the Occupational Health Clinic and take them with you to the Immunization Clinic.

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Emergency Contact Data- Civilians Have You Registered?

The automated database is now available to document your **Emergency Contact Data** (next of kin notification) in the event of an emergency or death.



Have you registered **and** entered your data? If not, please take a moment to do so. It is important to do both. Simply registering without entering the data could result in delays in an emergency situation.

The website is www.cpol.army.mil. From there, look under “What’s New” and select “Emergency Contact Data” from the menu. After reviewing the instructions, you will be able to register as a new user, and immediately afterwards enter your data as a current user. If there is a need to update or modify your emergency contact data, you can do so by accessing your account, making the changes, and saving those changes.

Remember the 3 important steps (1) register; (2) enter your data; and (3) keep your data current. If you experience problems at any time while registering or attempting to enter or modify your data, please respond via email to:

ECHELP@asamra.hoffman.army.mil.

NAF Corner

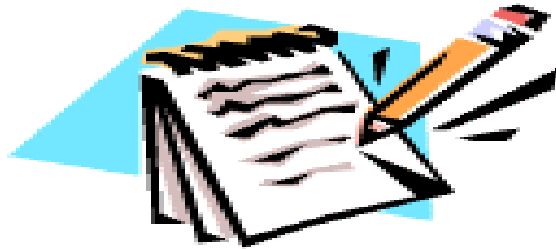
Open enrollment began for the U.S. Nonappropriated Fund (NAF) employees Long-Term Care Plan on 1 October 2002 and ends 15 December 2002.

The Army NAF Employee Long-Term Care Plan, provided by Continental-Casualty, National, and American Insurance (CNA) offers a wide range of

features and benefit options. There are reasonable group rates by payroll deduction and guaranteed issue for active employees. That means, as an active

NAF employee, you cannot be turned down for coverage during the open enrollment period and your rates will not increase as you grow older. Plus, your spouse, parents, grandparents and in-laws are welcome to participate.

It's getting close to the end of the year and we'll be doing taxes soon. If you have moved in the past year and your address has not been updated, do it now. Visit the NAF Personnel Office and fill out an address change.



DRM Tidbits- Leave Recipient Program

There are many employees who need your generous donations of annual leave you cannot use before the end of the leave year. Visit www.wood.army.mil/CPO/leavetra.htm for general information about the leave transfer program and forms to become a recipient, as well to transfer leave.



Administrative Fees for ATM Use

Effective September 26, 2002, reimbursement is authorized for ATM fees when

a traveler exempt from the requirement to use the government charge card for official travel uses an ATM or personal charge card to obtain cash. This provision is applicable for military travelers only. This provision is not available for civilian travelers.

The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) initially passed the provision for all travelers. We published the original article based on the initial provision. Subsequently, the PDTATAC revoked the provision for civilian travelers. The provision must be coordinated with the General Services Administration (GSA) and their approval obtained before implementation for civilians. This correction is being issued based on the PDTATAC revocation. Until further notice, these fees are not reimbursable for civilian travelers.

INVESTIGATIONS AND WEINGARTEN RIGHTS

Title 5, United States Code, 7114, provides that:

"An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at:

(A) any formal discussion between one or more representatives of the agency and one or more employees in the unit or their representatives concerning any grievance or any personnel policy or practices or other general condition of employment; or,

(B) any examination of an employee in the unit by a representative of the agency in connection with an investigation if:

(i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and

(ii) the employee requests representation."

DoD has a reference guide that reviews an employee's Weingarten rights during agency investigations and the union's role during such investigations. The guide highlights the elements that must be present for an employee's Weingarten rights to be applicable. The guide also highlights case law concerning issues related to Weingarten. Reference Guide 606-LR6, entitled "Investigations and Weingarten Rights," is available at <http://www.cpms.osd.mil/fas/fas.htm>.

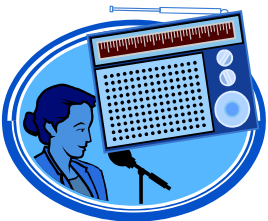
CHECK OUT THE WEATHER!

In case of inclement weather or other events that could affect the installation as to whether or not a delayed opening order has been given, the radio stations below are notified of these decisions as soon as possible and broadcast 24 hours a day. They are:



- 1. KJEL-Lebanon 103.7 FM**
- 2. KTTR-Rolla 99.7**
- 3. KZNN-Rolla 105.3 FM**
- 4. KJPW-Waynesville/St. Robert 102.3 FM**

These stations start broadcasting at 0500 hrs daily:



- 1. FLW-Waynesville/St. Robert 98.9 FM**
- 2. KRMS-Lakes area 93.5 FM**
- 3. KFBD-Waynesville/St. Robert 97.9 FM**
- 4. KDAY- Rolla 97.5 FM**

Also check out this Television Station: **CHANNEL 12 OR 59**

Glad You Asked

1. Please clarify which groups of federal civilian employees, if any, are eligible to request annual leave in 15-minute increments.

All employees, with the following exception, may request leave in 15-minute multiples. Supervisors may approve leave only in one-hour multiples for employees in the AFGE bargaining units. The authority for this policy is Chapter 1 of Fort Leonard Wood Civilian Personnel Regulation 690-12, which establishes the minimum leave charges for Fort Leonard Wood employees. The policy states: “The minimum charge for annual leave and sick leave is 15 minutes with the following exception. The minimum charge for sick leave and annual leave for employees in the two bargaining units represented by American Federation of Government Employees, Local 908 remains one hour or multiples of one hour.”

2. I often hear the phrase, “59-minute” rule. Please explain what this means and how this applies to the federal civilian workforce.

There is no written “59-minute” rule. According to Chapter 8 of FLW CPR 690-12, paragraph 8-4. B, supervisors may excuse “brief periods of absence . . . of less than one hour.” This is often interpreted as 59 minutes. Such periods of excused absence are considered part of an employee’s basic workday even though the employee does not perform his or her regular duties but receives regular pay. Department of Defense (DoD) policy requires that the authority to grant excused absence must be used sparingly because of the budgetary and mission impacts. Generally, there must be legal or regulatory authority for an absence from duty during the basic workweek to be excused without charge to leave. Excused absence is not appropriate when administrative dismissal or paid leave policies are designed to cover the stated purpose for a particular absence.

3. Where is it stated that supervisors are entitled to lunch periods?

Fort Leonard Wood CPR 690-12, Chapter 1-5, gives the policy on lunch periods under MEAL PERIODS. Each daily tour of duty of more than six hours will include a lunch period. The policy covers all employees, but if a supervisor chooses to ignore the schedule, work, and then claim overtime, the policy in FLW Regulation No. 37-2 (paragraph 10-4) applies.

4. Please explain how compensatory time and overtime are approved for civilian employees (supervisors and subordinates).

The approval authority for overtime work rests with directors and other specifically designated officials who have budgetary authority. FLW Form 341 (Civilian Premium Hour Authorization) is used to document approval of overtime work.

Normally, overtime work must be officially ordered and approved to be time for which the employee may either be paid or elect compensatory time in lieu of payment. Since compensatory time off is in lieu of payment for overtime, compensatory time cannot be earned unless the hours worked are appropriately approved as overtime hours. When the GS employee such as a GS-12 has approval to work overtime, the employee may be directed to take compensatory time off in lieu of paid overtime (reference FLW Regulation 37-2, paragraph 10-4.b. (3)). If an emergency work requirement comes up and the written approval cannot be obtained in advance, it is necessary to document the approval afterward or the employee may not be compensated (FLW Regulation 37-2, paragraph 10-4.b.)

If you have questions regarding civilian personnel, please forward them to the email address below. The answer will be provided in the December 2002 UPDATE.

Editorial Policy:

YOU ARE ENCOURAGED TO SHARE YOUR OPINIONS, IDEAS, AND SUGGESTIONS. ALL CORRESPONDENCE MUST HAVE THE NAME AND LOCATION OF THE ORIGINATOR IN THE EVENT THERE IS A NEED FOR ADDITIONAL INFORMATION. PLEASE FORWARD COMMENTS, SUGGESTIONS, OR NEWS ITEMS FOR PUBLICATION TO THE EDITOR, E-MAIL: atztcp@wood.army.mil.

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CPAC CUSTOMER FEEDBACK FORM

We are very interested in getting your feedback regarding the kind of service we provide. Our goal is to provide TIMELY, ACCURATE AND PERSONAL service. We need feedback to analyze how we are doing. Would you please take the time to complete the following items?

	YES	NO
1. Was this action completed/service provided in an acceptable time frame?	___	___
2. Do you think the product is accurate and represents good staff work?	___	___
3. Did you get the kind of information you needed to make informed choices?	___	___
4. Were our interactions with you courteous?	___	___
5. Overall, how would you rate the product/service you received?		
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Adequate <input type="checkbox"/> Unsatisfactory		
6. Please provide any suggestions you may have for ways that we can improve our service. We are particularly interested in specific feedback on any of the items you may have checked "NO". Please use additional space if needed.		
7. If you would like a <i>personal response</i> to your suggestion or comments, please provide your name, phone number and electronic mail address.		
8. Please identify the product or service below:		
PERSACTION Number: _____	Award _____	Advice _____
Referral list number: _____	Counseling _____	Information _____
Training _____	Benefits _____	Other: _____

Thank you for taking the time to complete this feedback form. Please mail it directly to me, send it electronically to atztcp@wood.army.mil, or fax it to 573-596-0289. If you would like to discuss this or any other matter, I can be reached at 573-596-0280 or via email. I look forward to hearing from you.

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